

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov



Recruitment Announcement # 2013-002

POSITION TITLE:	P.O. I, II, III/Lateral	SALARY RANGE:	\$19.11-22.78
DEPARTMENT:	Police	FLSA/UNION STATUS:	COVERED/UNION
PERIOD TO APPLY:	Open Continuous	POSITION STATUS:	CLASSIFIED FULL TIME
SUPERVISOR:	William Johnson	WORK LOCATION:	2515 Camino Entrada

MINIMUM QUALIFICATIONS:

Must have at least one (1) year experience as law enforcement officer in the State of New Mexico within the last two (2) years.

A high school diploma or equivalent.

Must have a good driving record and possess a valid Class D New Mexico driver's license.

Must have a record clear of felony convictions or crimes involving moral turpitude.

Must be at least 21 years of age.

Must be a United States citizen and establish New Mexico residence within six (6) months of hire date.

Must successfully pass the following:

- A written examination.
- A series of physical agility tests.
- An oral interview with selection committee.
- A polygraph examination.
- A background investigation.
- A psychological examination as to whether the candidate is free of any mental or emotional condition which might adversely affect performance.
- A complete medical examination.
- A drug screening test.

Certifications/Licensures/Registrations :

- Current certification by the New Mexico Law Enforcement Academy.
- Out of State applicants must meet the requirements and qualify for a *Certification by Waiver* class through the New Mexico Department of Public Safety.
- Must have a good driving record and possess a valid Class D New Mexico driver's license.

Definition:

This is the entry-level position in which incumbents are trained on the job in the full range of general duty police work to protect life and property through the enforcement of laws and receive assistance in handling non-routine jobs.

Examples of Work Performed:

Employees perform the full range of general duty police work including: patrols, issuing citations, making arrests, transporting prisoners, crime prevention, serving warrants, investigating motor vehicle accidents, interviewing witnesses, answering calls involving misdemeanors and felonies, and other law enforcement duties. This employee patrols assigned residential and commercial areas by car or on foot and investigates and reports

***The City of Santa Fe Police Department reserves the right to make any changes to test dates as needed.**

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unusual conditions and complaints; enforces traffic codes by patrol and citation of violations. May direct traffic at school crossings, special events and during emergencies. Investigates motor accidents, administers first aid, prepares accident reports, and answers calls and complaints involving misdemeanors and felonies. Employee assists in collection of evidence and interviewing of witnesses, makes arrests, guards and transports prisoners, and testifies in court. Employee will assist in crime prevention activities and operates vehicles in routine and emergency situations and performs minor maintenance of motor vehicles. May be assigned specialized duties and serves warrants.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use specialized equipment, such as firearms, communications equipment, and computers. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain an effective working relationship with co-workers, and the general public. Ability to meet deadlines with severe time constraints. Some knowledge of City geography required.

WORK ENVIRONMENT:

Work is performed inside and outside, sometimes in inclement weather conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes, VDT's and CRT's. May require arduous physical exertion under vigorous and unusual conditions; must be able to drag 175 pounds for 15 feet. Irregular work hours, nights, weekends, holidays, and on-call duty required.

TO APPLY: Submit a completed City of Santa Fe application to the Human Resources Department, City of Santa Fe, 200 Lincoln, or mail to P.O. Box 909, Santa Fe, New Mexico 87504-0909 or **apply online at www@santafenm.gov**. Applications become public record upon receipt and may be made available for public inspection upon request. Resumes will not be accepted in lieu of the city application form.

When required of the position, attach a copy of high school/GED, college education, certification(s) or license(s). Pre-placement physical exams are required.

Incomplete applications may delay or exclude consideration of your application.

EEO/AA